Community Systems Development Subcommittee (CSDS) Minutes
Systems Alignment and Integration Committee, ELC
Tuesday, March 4, 2014 from 11:00 a.m. – 1:00 p.m.
Children's Home + Aid, 125 S. Wacker Drive, 14th Floor, Main Conference Room, Chicago, IL

I.   **Welcome and Introductions**
Present in person: Ana Maria Accove, Leah Pouw, Kathy Stohr, Joanna Su, Jay Young.
Present by phone: Valeska Anleu, Charaine Boyd, Jeanna Capito, Chris Foster, Elise Groenewegen, Denise McCaffrey, Edna Navarro-Vidaure, Carolyn Newberry-Schwartz, April Peska, Marianne Pokorny, Kathy Robinson, Trish Rooney, Gina Ruther, Andi Sass, Amy Schroeder, Diane Scruggs, Christy Serrano, Penny Smith, Amy Tarr, Vikki Thompson, Candace Williams, Rickey Williams.

II.   **Review and Approval of Minutes (November 21, 2013)** (attachment 1)
There was a motion to approve the minutes by Kathy Stohr, seconded by Jay Young; the motion was unanimously carried.

III.   **Workplan Items (as revised to coordinate with Consortium for CSD - RTTT)**

A.   **Goal A (serve as an advisory body to State Initiatives)**
1.   MIECHV (attachments 2-3)
On the written MIECHV update, Joanna Su highlighted the development of a webinar for MIECHV Coordinated Intake (CI) and Community Systems Development (CSD) supervisors, and the ongoing work with DHS to develop a continuum of services for MCH families that includes home visiting. Jay reviewed the crosswalk of MIECHV CI Procedure Manuals. While MIECHV provided general guidance to the communities, specific CI procedures were left open to each community. We reviewed the crosswalk at the most recent CI-CSD Learning Community and thought it would be helpful to share this resource with the CSDS, as members may be interested in looking at how different communities approach Coordinated Intake. Each of the communities' manuals and this crosswalk will be posted on the OECD MIECHV webpage; anyone should feel free to adapt these manuals for their own communities. Jay noted that page 11 of the crosswalk identifies how each community incorporates the CSD role into Coordinated Intake; we have strongly encouraged CI and CSD staff to collaborate closely as partners in the MIECHV team. There is a range of approaches; Cicero's manual includes unique features such as revision dates and procedures to log and address complaints. Elgin's approach is quite formalized and includes detailed documentation and forms. Penny expressed that this is a helpful tool from which communities can learn from each other.

2.   **Race To The Top/ Consortium for CSD**
a.   CCSD Update (attachment 4): Kathy reported that the CCSD Thought Leaders met in January and will meet again on March 14. In addition, there were two sessions facilitated by BUILD in January, reaching about 60 people. Key themes included: 1) there is a lot to build on in Illinois; there will be a map of collaborations overlaid with population data, to be posted on the PlanPartnerAct.org website; 2) there is growing interest in formalizing and legitimizing the role of collaborations in the formal EC system; 3) there is concern about areas of the state without collaborations; 4) a lot of current work of collaborations is in the category of capacity-building rather than actively pursuing systems change; 5) need for data and information sharing; 6) need to build trust and respect between local collaborations and state systems. Trish Rooney said that funding for collaborations continues to be a priority question in addition to the listed programmatic issues. Kathy said that there is a divergence of opinions among collaborations; some do not see themselves as more than a network and not have a strong interest on

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becoming part of the State system, so there is an open question of how to engage with all levels of collaborations.

b. BUILD is doing a survey of 10 local collaborations and the findings include that collaborations are interested in developing a shared vision and broad outcomes across Illinois, but not a cookie-cutter approach. In addition, while collaborations agree that parent engagement is a priority, they are not ready to implement this. Also, there is a desire for improved formalized communication between EC collaborations and the State. The BBSF recommendations (to be discussed later in the agenda) and Race To The Top Innovation Zone developments will be linked into the strategic planning process.

c. Trends from other States (attachment 5): This report reflects BUILD's national research on 12 states. BUILD is hosting a national webinar on March 17 on this topic, which is open to all. In addition, tomorrow there will be a Thought Leaders' webinar tomorrow that discusses three states' models.

d. Regional training—Peoria 3/11 (attachment 6): This is one in a series of regional trainings; there will be another training Southern Illinois, likely to be held in April.

e. Statewide Conference—3/31 (attachment 7): The conference will offer training and an opportunity to provide input into the state strategic plan for CSD. There will be presenters from other states, as well as discussion of state and local connections, systems change strategies, and policy and advocacy. Kathy encouraged everyone to attend.

f. Challenges: Kathy noted that there are some challenges in connecting to all of the ongoing work in Illinois, especially on the community level – there is a need to highlight the importance of kindergarten readiness and how community systems development contributes to this goal. Christy suggested connecting with the past ABCD3 work with physicians and other community service providers; in 2010, 9 states that were funded and IL had a DCFS-DHS partnership to create an electronic referral and follow-up system that included physicians and EI for a number of targeted communities. The grant period is over, and the vision was not fully implemented.

CCSD is in the process of identifying the data points that collaborations need in order to meet their own goals, for example, EI data on screening and referrals, school data on waiting lists and risk assessment scores, and enrollment in child care at the local level. One problem is that collaborations, especially those who are not contracting with the State, do not have access to the data that they need to measure their progress. Carolyn Newberry-Schwartz said that one issue is that State agencies look at data collection and sharing only from their point of view, without considering the entire system, for example, not just EI providers, but also community providers who are making referrals into EI; this produces further fragmentation. Some physicians have a new concern that with the movement to electronic medical records, if screening forms are not built in, providers will be discouraged from completing them. Amy Tarr said she is very open to discussing what EI data can be shared at the community level.

3. **Early Childhood Community Systems/PROTECT**
   Elise Groenewegen from the IL Chapter of the American Academy of Pediatrics (ICAAP) explained that the PROTECT Initiative (Promoting Resiliency of Trauma Exposed Communities Together) aims to mitigate toxic stress and coordinate resources and systems. ICAAP will be sending a survey to all of the ECCS programs and the MIECHV home visitors and coordinated intake workers that asks about trainings, including materials and tools. The next step is to hold an in-person meeting with program administrators in April or May. If you have questions, please contact Elise at Egroenewegen@illinoisaap.com .

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B. **Goal B (advance access to resources to guide CSD work)**
1. Definition of high quality EC system, CSD core functions, guiding principles
2. (Revised CSD Resource Toolkit is online)
3. (Updated Community Partnership Profiles are online)
4. Clearinghouse for CSD professional development: Please continue to share upcoming events or PD approaches via the googlegroup (send messages directly to IL-CSD-Subcommittee@googlegroups.com).

C. **Goal C (create, recommend, and support state to local funding mechanisms)**
1. **Update on survey re how governmental agencies approach EC CSD**
Joanna reported that during the November meeting, the Subcommittee members provided feedback on a survey tool to identify how different State EC-related programs approach systems development and community collaborations in their expectations and contract language. Joanna has completed a handful of phone interviews starting with DHS programs. The good news is that there do not seem to be conflicting expectations. However, there seems to be a lack of specificity that may also inadvertently cause confusion.

Joanna asked for feedback on the idea of adding common language that encourages programs to participate in an existing collaboration, such as the AOK Networks or other collaborations listed in the Community Partnership Profiles. The following recommendations were made during the call and received via email afterward:

- Provide specific systems development and collaboration expectations and link these directly to providers' funding and deliverable outcomes, so that providers will know how and where the expectations fit in as part of their funded programs.
- Define collaboration and systems change as a program function, not an administrative function. There is often a very limited amount of funds designated for administrative functions, which would be insufficient to support staff time spent on collaboration and systems change.
- Include Collective Impact language about mutually reinforcing activities.
- Require providers to list the collaboration(s) in which they participate, and the dates of attendance.
- Require providers to describe their accountable roles in systems change or systems development.
- Note that part of the impact of collaboration is through developing working relationships and working jointly to identify shared goals.
- Recommend the level of person who should participate (a decision-maker) and state that the program should change systems or innovate through its collaborative work.
- Require MOUs and develop shared templates or common language, so that providers do not think that they have to generate separate MOUs for each state-funded program.
- Establish a way in which community collaborations can enforce accountability, if state-funded providers are required to collaborate but do not attend or engage.
- Note that implementation will require an appropriate training and TA system to ensure that providers understand what is expected and how to carry it out.

Joanna and Ana Maria will work on this further and will circulate a draft for discussion at the next meeting. This draft will also be shared with the CCSD to inform and coordinate with the state strategic plan.

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IV.   **Early Learning Council/ Home Visiting Task Force Updates**

A. **ELC SIAC Blending, Braiding, and Sustainable Funding Subcommittee -**
    Gina Ruther reviewed a summary of the roundtable findings (attachment 8); the key themes are consistent
    with those already discussed during this meeting.   Gina reviewed the identified barriers and
    recommendations. The draft report is almost complete, and will go out to participants and stakeholders
    soon. All are welcome to attend the BBSF meeting on Wednesday, March 19 from 11:00 am - 12:30 pm in
    Chicago, with a phone-in option; please contact Gina.Ruther@illinois.gov or
    saigner@ounceofprevention.org to receive the meeting details.

B. **ELC Ad Hoc Benchmarks work group**
    The work group is developing a dashboard to report on the progress of the ELC and its strategic areas.
    Community systems development is one of the six benchmark areas on the planned dashboard.   We will
    discuss this benchmark definition further at our next CSDS meeting, and will send out materials in advance.

V.   **Proposed Meeting Schedule**

Tuesday, May 20 from 1-3 pm
Tuesday, July 1 at 11am
Tuesday, September 9 at 1pm

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